



Montcalm Community College

Title: Communications Specialist – PT	Department: Communications/Marketing
Employee Group: Support Staff	Employee Classification (if applicable): Support II
Immediate Supervisor: Creative Director	Supervises: N/A
Hours: 25	EX/NE: Non-Exempt

General Description: The Communications Specialist supports the institutional brand by providing support for a variety of communications, marketing and public relations activities to ensure consistent, quality communications support.

Position Duties/Functions:

1. Provide support for a variety of communications, marketing and public relations activities.
2. Assist with writing and editing copy for printed publication, website, social media, photography, and video production.
3. Assist with updating website and posting social media.
4. Assist with planning and implementing special events.
5. Provide support for athletic promotions.
6. Build and maintain positive relationships with contacts and sources.
7. Verify the factual content of written work and proofreading.
8. Must be flexible in scheduling for occasional evening and weekend activities.
9. Perform other duties as assigned.

Required Qualifications:

1. Associate degree required (candidates who are on track to receive a degree may be considered), Bachelor's degree in a related field preferred.
2. Marketing, public information and digital communications experience preferred.
3. Strong verbal and written communication skills.
4. Knowledge of AP style.
5. Experience keeping multiple assignments on schedule.
6. Experience shooting and editing photos a plus.
7. Experience shooting and editing video a plus.
8. Knowledge of design concepts a plus.
9. Basic knowledge of Adobe Creative Cloud software preferred.
10. Demonstrated ability and preference to work as a team member.
11. Detail oriented.
12. Commitment to the community college philosophy.

Benefits:

Dental and Vision coverage, long-term disability, Group Term life insurance, vacation and sick leave and tuition free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	\$16.13 - \$17.67/hour (determined by experience)
APPLICATION DEADLINE:	October 14th @ Noon
START DATE:	ASAP
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.